

# Close out 2013 GED® Test Security

Michigan's Annual Training  
for GED® Programs



# Closing out your 2013 Exam Series

Preparation for return to GEDTS®



Locate your Material Picking  
Plan/Inventory sheet



Package Materials



Ship by January 30<sup>th</sup> and Record



Check return

# Materials Picking Plan and Inventory Return Sheet

The Materials Picking Plan and Inventory Return Sheet must be filed. This document is used to close out the 2013 exam series and complete the end of year inventory.



# GED® Access Point Resources: Document Library

The screenshot shows the Oracle GED Access Point website. The browser address bar displays <https://access.gedtest.org/psp/gedprox>. The Oracle logo is at the top left. A navigation menu on the left includes links like 'My Favorites', 'Worklist', 'GED AccessPoint', 'Online Ordering', 'Online Forms', 'Testing Center Data', and 'Secure Inventory'. The 'View Items On Hand' link is selected. The main content area features a table titled 'Inventory Details' with columns: Contract Year, Due Date, Product ID, Description, Serial ID, Order No., and Notes. The table lists 12 items, all with a due date of 12/31/2013. A note above the table states: 'NOTE: If items appearing on this page have been returned, it can take up to 8 weeks, from delivery date, for GEDTS to update the inventory list.' At the bottom, there is a 'Return to Search' button and links for 'View Items On Hand' and 'Missing Pieces'.

Menu

Search:

- My Favorites
- Worklist
- GED AccessPoint
  - Online Ordering
  - Online Forms
  - Testing Center Data
    - Secure Inventory
      - View Items On Hand**
      - View Discrepancy Requests
      - List Secure Inventory
    - Review Center Details
    - View Corrections Submitted
    - View Addendum Site Update Reg
  - Jurisdictional Data
  - Accommodations
  - Resources
  - Did You Know?

NOTE: If items appearing on this page have been returned, it can take up to 8 weeks, from delivery date, for GEDTS to update the inventory list.

Inventory Details							
	Contract Year	Due Date	Product ID	Description	Serial ID	Order No.	Notes
1	2013	12/31/2013	210IBEP	Test Battery form IB/w topic	72147	GED460771	
2	2013	12/31/2013	210IBEP	Test Battery form IB/w topic	72148	GED460771	
3	2013	12/31/2013	210IBEP	Test Battery form IB/w topic	72149	GED460771	
4	2013	12/31/2013	210IBEP	Test Battery form IB/w topic	72150	GED460771	
5	2013	12/31/2013	210IIEP	Test Battery w/topics IH	67237	GED460771	
6	2013	12/31/2013	210IIEP	Test Battery w/topics IH	67238	GED460771	
7	2013	12/31/2013	210IIEP	Test Battery w/topics IH	67239	GED460771	
8	2013	12/31/2013	210IIEP	Test Battery w/topics IH	67240	GED460771	
9	2013	12/31/2013	210IIEP	Test battery II w/topics	69727	GED460771	
10	2013	12/31/2013	210IIEP	Test battery II w/topics	69728	GED460771	
11	2013	12/31/2013	210IIEP	Test battery II w/topics	69729	GED460771	
12	2013	12/31/2013	210IIEP	Test battery II w/topics	69730	GED460771	

Return to Search

[View Items On Hand](#) | [Missing Pieces](#)

# Packaging Materials

- Test batteries must be packaged as follows and recorded on the Materials Picking Plan.
  - All six test booklets that have the same serial number are packed together in the same battery envelope.
  - Audiocassette tapes must be returned with the assigned large print books. They will have the same serial number.
  - Braille books must be returned with the assigned standard print books. They will have the same serial number.
  - Essay topics; alphabetically by topic letter, with the same serial numbers within a single topic envelope, with all envelopes in sequential serial number order.

# Shipment Container

- Inventory Return Sheet or Material Picking Plan of returned materials must be enclosed in container.
  - *Make a copy of return documents.*
- Secure testing materials must be packaged and returned using the same **white shipping container** in which the secure materials were shipped GED® testing center.
- If you do not have a **white container** use a reinforced cardboard box.

# Shipment

- Write on the return label the total number of boxes in the shipment.
- Return Address; **Brightkey/GED Testing Service, 9050 Junction Drive, Annapolis, MD 20701**
- Return to GED Testing Service by a shipping service that provides package tracking. If such service is unavailable, then ship the materials by U.S. Postal Service (USPS), postage prepaid and return receipt requested.
- All shipping charges on materials returned to GED Testing Service must be paid for by the individual GED testing center.



# Shipment Records

- Keep a copy of your Materials Picking Plan
- Make a copy of shipping documentation
- Scan or fax documentation to the GED department
- Check GED Access and print confirmation of returned materials. (about 6 weeks)
- File with your 2013 GED contract and GED records.

# Closing 2002 series GED Records

- Prep GED records for storage archiving
- Pre 2002 incomplete GED examinees
- Pre 2002 complete GED examinees
- 2002 Series GED incompletes
- 2002 Series GED complete
- Continuing GED centers should follow the State of Michigan Records retention policy.

# What do you need to keep

- GED Forms
  - Registration Form, Misconduct Statement, Photo ID.
  - Accommodation information
  - One Year Wait Waivers
  - Any documentation that pertains to special circumstances for an examinee or pertaining to a GED exam.

# What can be Shredded

- All 2002 series blank answer sheets
- Any Seating charts and Surveillance logs more than 90 days old.
- Any Examinee information that is not required by GEDTS.
- 2002 series records with State of Michigan approval (updates on policy will follow in the coming months)

# Closing Your Center

- Notify Keenan Wade by December 20<sup>th</sup> 2013
- Follow the procedures for returning all secure GED testing materials (January 30<sup>th</sup>, 2013)
- Prep GED records for storage archiving
- Secure records for the State of Michigan

# Test Security



The integrity of the GED<sup>®</sup> test  
depends on it!

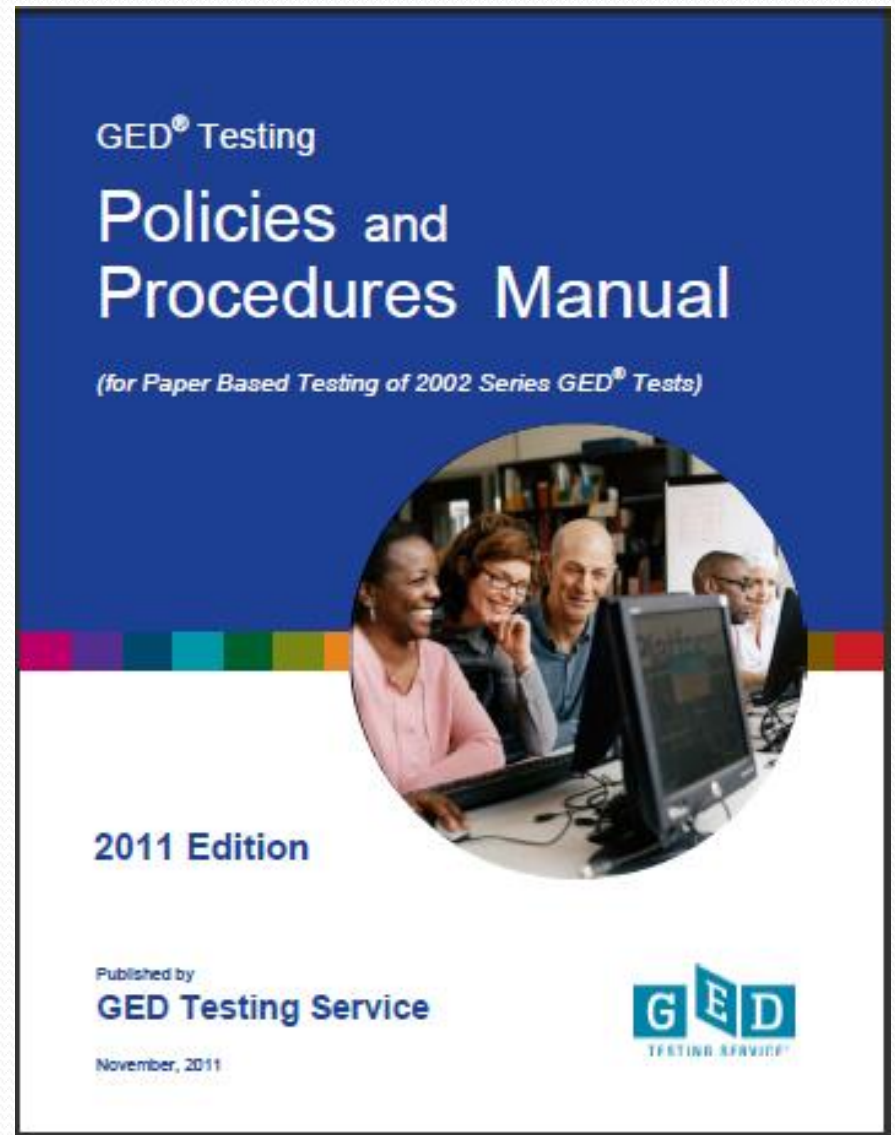
# A reminder on Security

Test security and  
the role of the  
GED Chief  
Examiner™

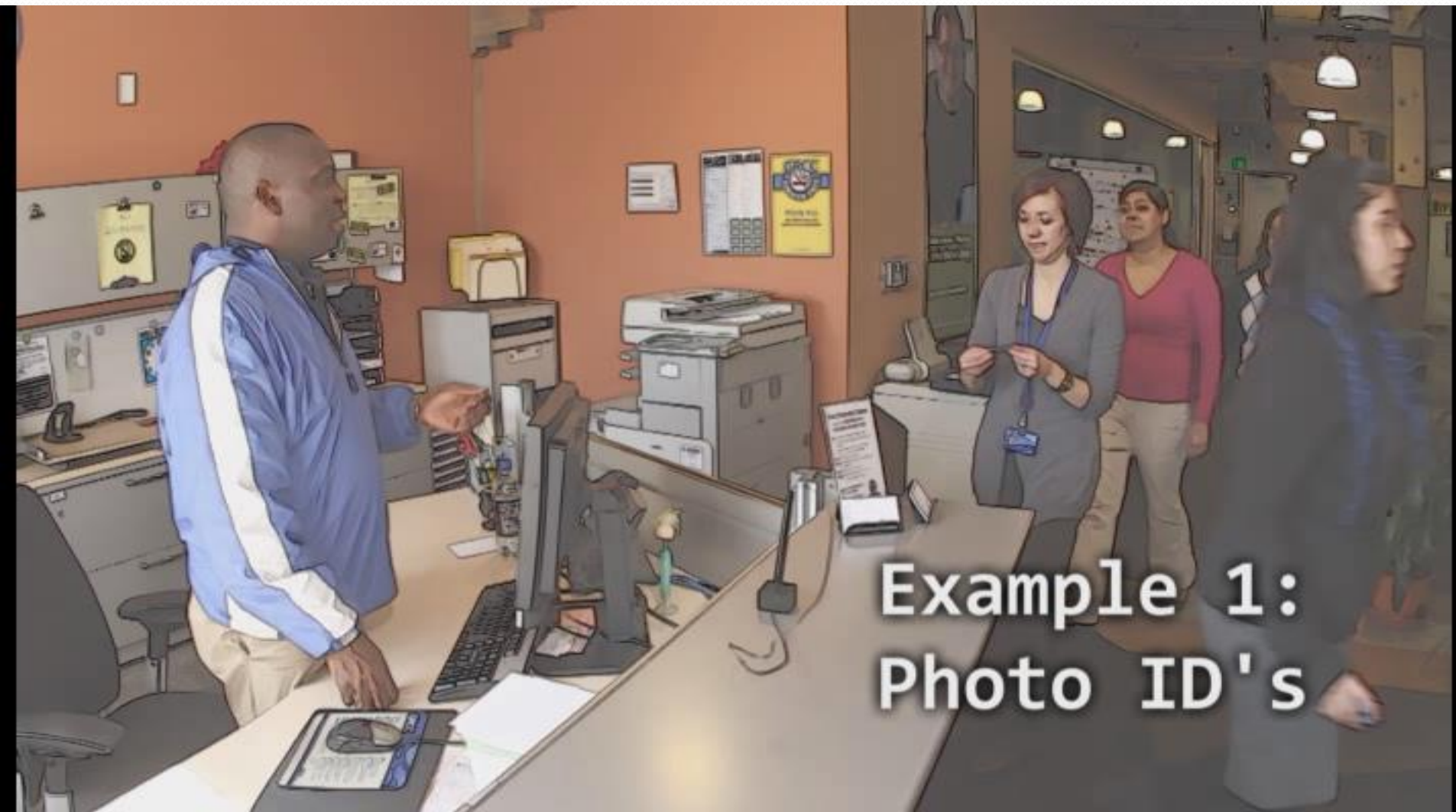


# It's All About the Rules . . .

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# What's wrong with this picture?

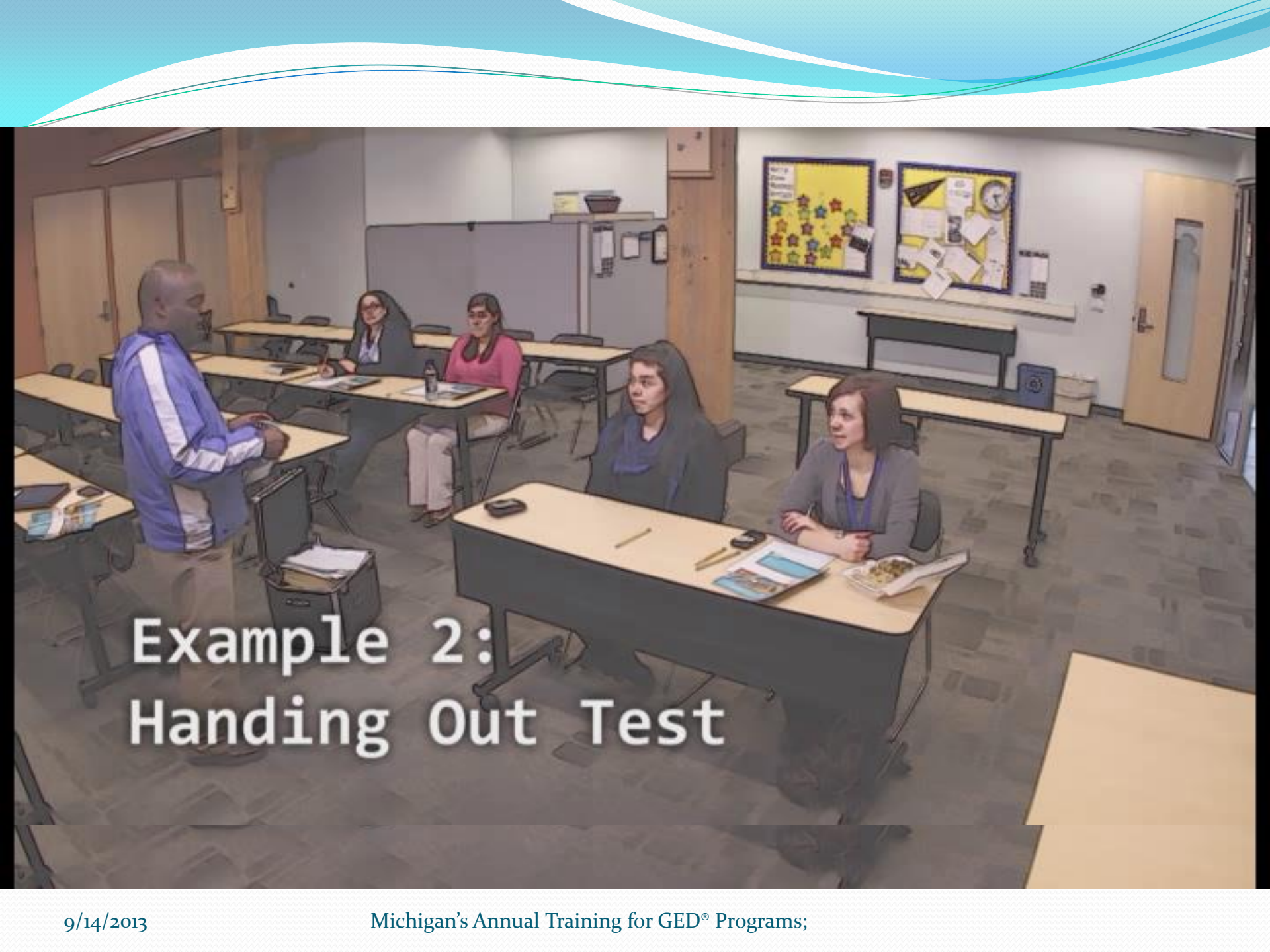






**No photo i.d.?**

**Should not have  
allowed the  
student to test!**

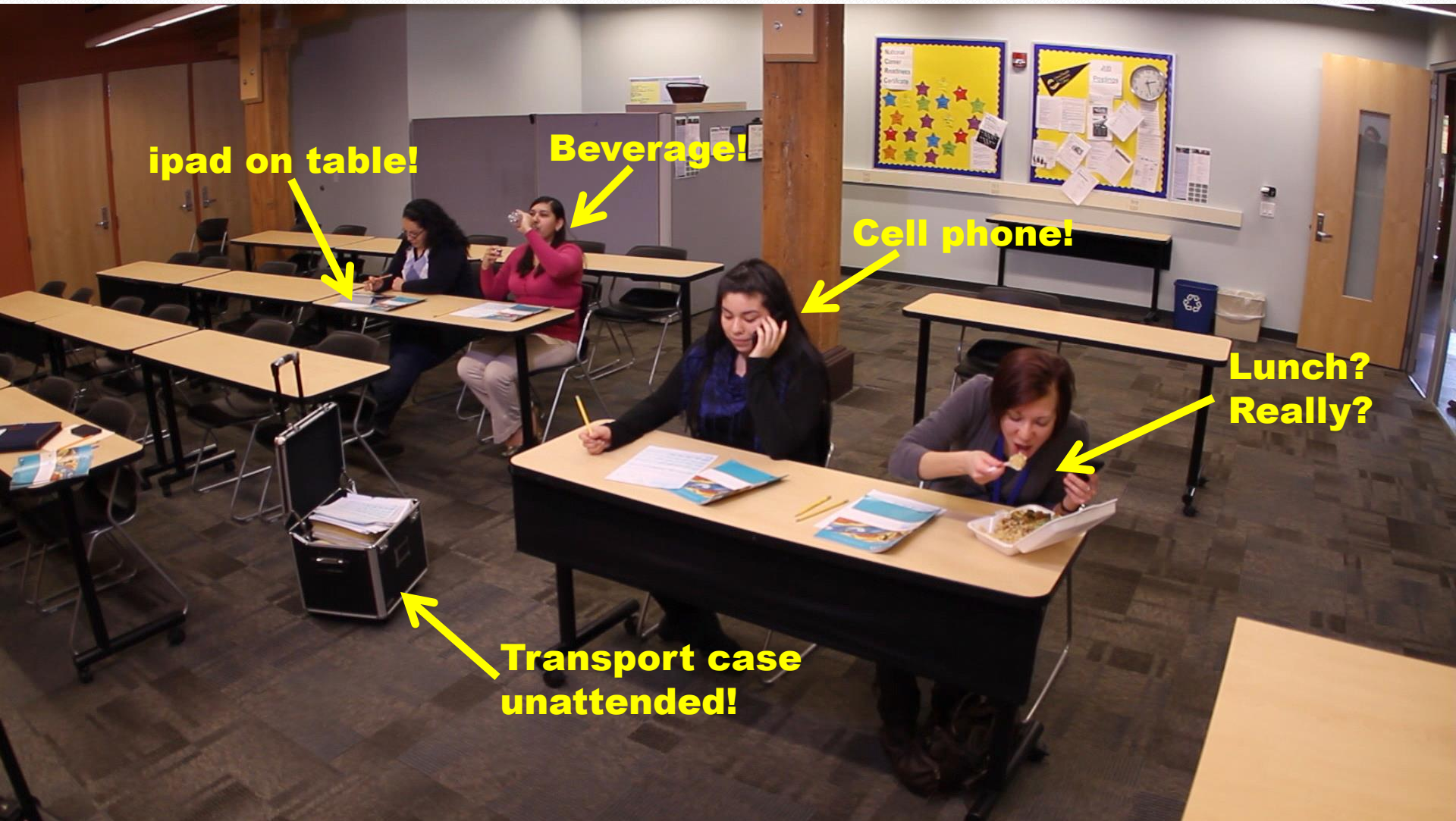


## Example 2: Handing Out Test

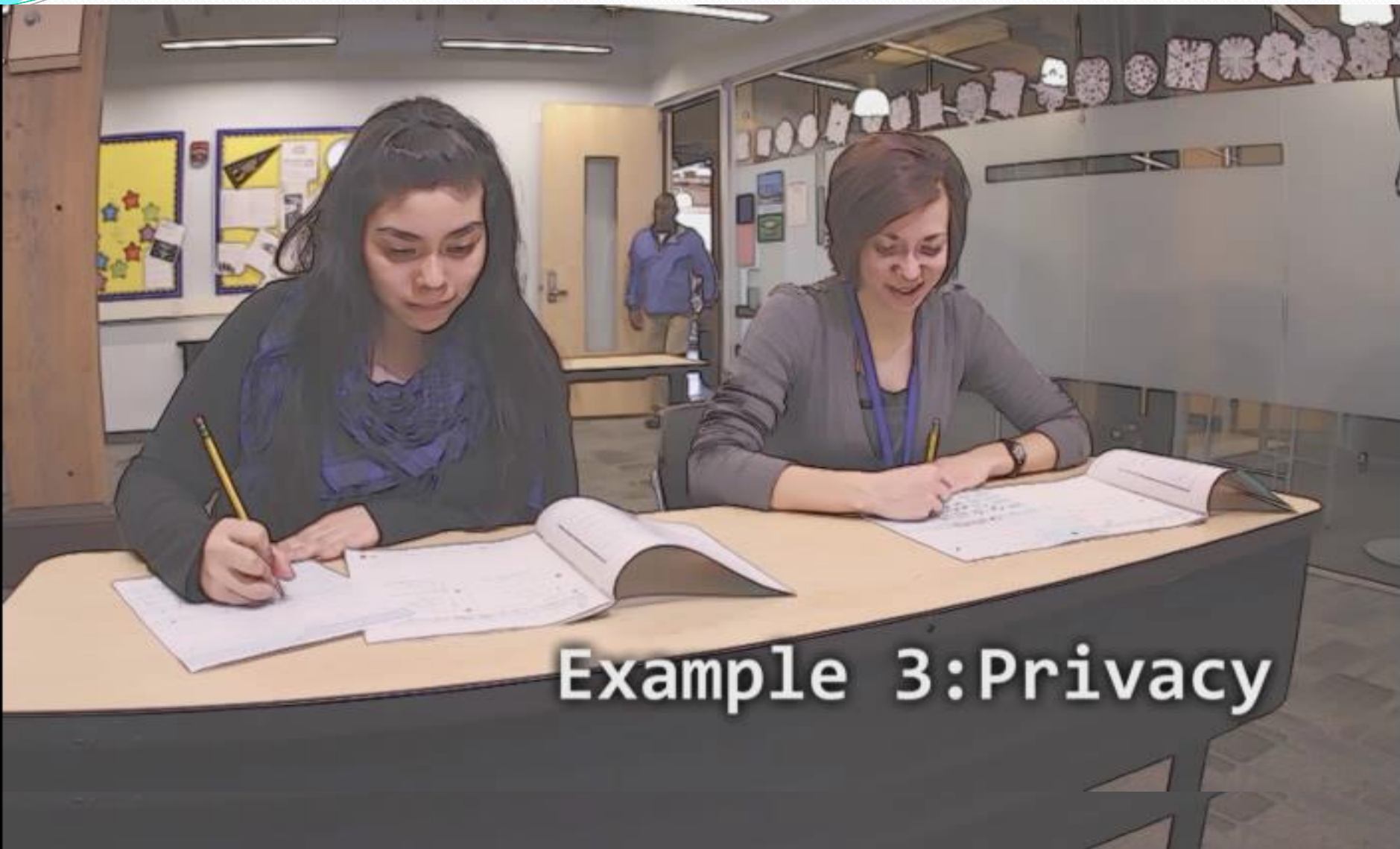


# What's wrong with this picture?









## Example 3: Privacy

# What's wrong with this picture?







**Student should  
not be observing  
another student!**

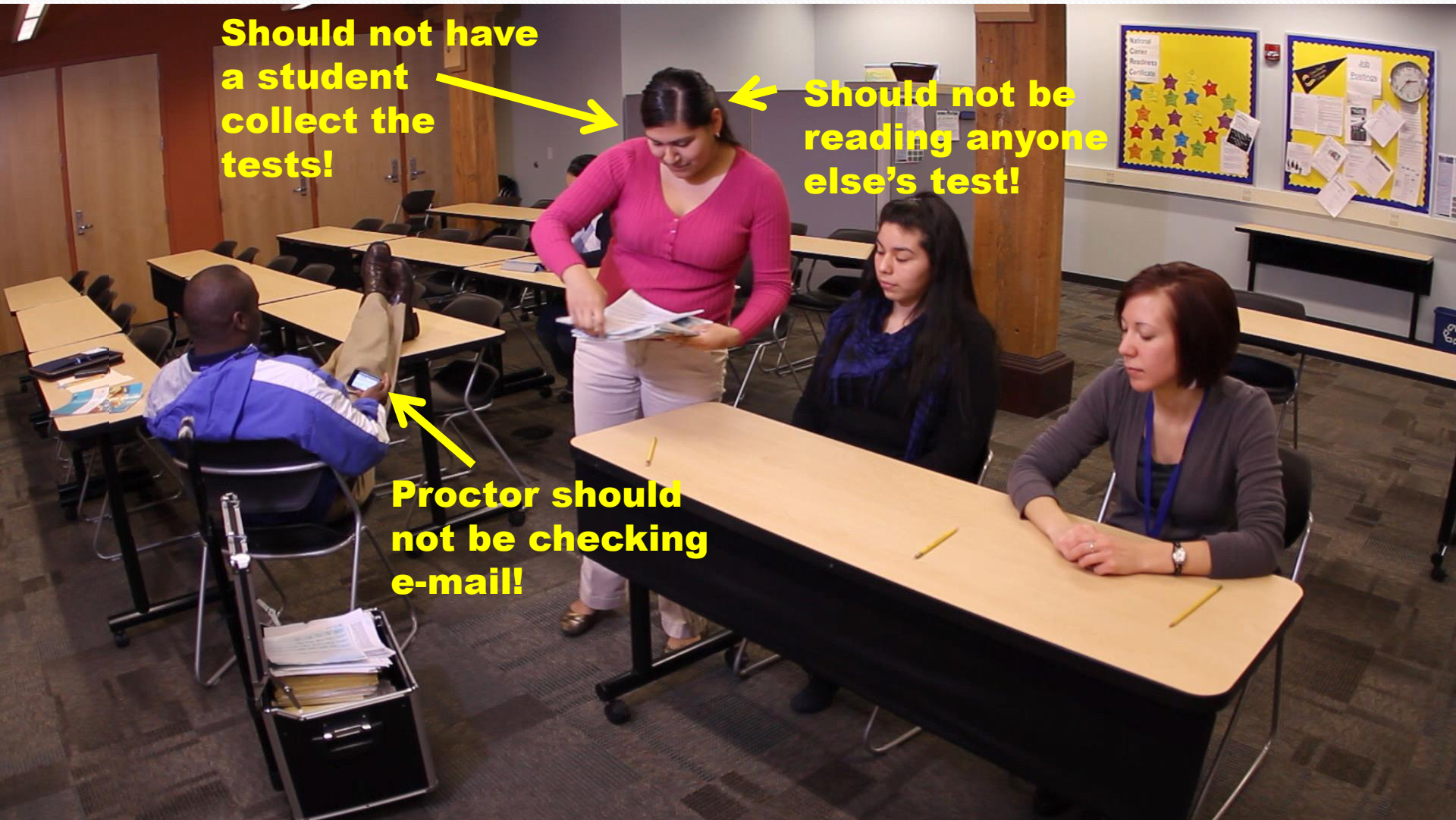


## Example 4: Collecting



# What's wrong with this picture?





**Should not have  
a student  
collect the  
tests!**

**Should not be  
reading anyone  
else's test!**

**Proctor should  
not be checking  
e-mail!**



# Resources

- GEDTS Policy and Procedures Manual section 4.5
- Martha Bozman, GEDTS
- Keenan Wade, State of Michigan

*Remember, anything on the GEDTS® website always supersedes the manual for accommodations*



This training was developed by  
Jeff McNeal  
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Office of Adult Education  
And  
Education and Training Connection